

MINUTES OF THE CITY OF LAS VEGAS HOUSING AUTHORITY COMMISSION MEETING HELD ON
WEDNESDAY JUNE 20, 2018 AT 5:30 P.M. IN THE CITY COUNCIL CHAMBERS.

MADAM CHAIR: Tonita Gurulé-Girón

COMMISSIONERS: Vince Howell
David Romero
Ember Davis
Barbara Casey
David Ulibarri Jr.

ALSO PRESENT:

Barbara Padilla, Interim Housing Director
Natasha Martinez-Padilla, Finance Specialist

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

Madam Chair Gurulé-Girón asked Commissioner David Romero to offer the moment of silence. Commissioner Romero offered a moment of silence for rain for our community, stating, we could really use it, especially now for the 4th of July. He also offered a moment of silence for those members of the community that we have lost in the last couple of weeks, and last but not least, for those families that have been torn apart with the situation at the border.

APPROVAL OF AGENDA

Commissioner David Ulibarri Jr. made a motion to approve the agenda as presented. Commissioner Ember Davis seconded the motion.

Madam Chair Gurulé-Girón asked for a roll call. Roll call was taken and reflected the following.

Commissioner Vince Howell	Yes
Commissioner David Romero	Yes
Commissioner Ember Davis	Yes
Commissioner Barbara Casey	Yes
Commissioner David Ulibarri Jr.	Yes

Barbara Padilla re-read the motion and advised the motion carried.

APPROVAL MINUTES

Commissioner Barbara Casey made a motion to approve the minutes of the meeting on May 16, 2018 with corrections having been submitted and corrected. Commissioner Vince Howell and Commissioner David Ulibarri Jr. seconded the motion.

Madam Chair Gurulé-Girón asked for a roll call. Roll call was taken and reflected the following.

Commissioner David Romero	Yes
Commissioner Vince Howell	Yes
Commissioner Ember Davis	Yes
Commissioner Barbara Casey	Yes
Commissioner David Ulibarri Jr.	Yes

Barbara Padilla re-read the motion and advised the motion carried.

PUBLIC INPUT

None at this time.

PRESENTATION – HOUSING AUTHORITY FINANCE REPORT

Natasha Martinez-Padilla, Financial Specialist presented the Housing Authority's Revenue and Expenditure report for the month ending May 31, 2018. The Operating Subsidy has gone up, the HA has received more money in the account. There is about \$246.00 sitting in the eLOCCS account. Mrs. Martinez-Padilla stated she did a draw down for another \$57,000, for another month. She stated the HA's HUD analyst is releasing it as the HA provides documentation. The GL and payroll for May were submitted to HUD so after it is reviewed by HUD the HA hopes to receive that \$57,000. The HA is still staying as frugal as possible, trying to keep expenditures down.

Madam Chair Gurulé-Girón asked, regarding the \$246.00, if she draws the \$57,000 when does the HA have to close out the account. Natasha Martinez-Padilla stated it is for the 2018 calendar year, so they open the year in January and close the year in December. The HA has drawn down everything for 2017. She stated there are about 3 months in there right now and as we are being allowed, we are drawing it down. HUD has released the Capital Fund money that the HA has submitted the backup documentation for, so the HA is receiving its funds.

Madam Chair Gurulé-Girón asked about encumbrances for future projects. Mrs. Martinez-Padilla stated for the projects themselves, the only thing that comes out of Operating Fund is for betterments and improvements and maintaining the buildings. Any sort of Capital Improvements will come out of Capital Fund. Initially when the HA did the budget, the official award letter had not been received, so the HA budgeted \$342,000.00 for the 2018 Capital Fund. Mrs. Martinez-Padilla was happy to report the HA will be receiving \$512,000.00. The HA is now seeing the benefits of having added the 12 units back on the rent roll, which has lowered the vacancy rate. With the next two units to be rehabbed and the De Minimis Units that will be removed, this will also lower the vacancies.

HOUSING DIRECTOR MONTHLY REPORT

Interim Director Barbara Padilla reported that maintenance continues to work on vacant unit turnarounds, work orders, weed and grass cutting. They are currently working on two vacant units. The waiting List Manager recently purged the waiting list, as is done annually. Applications are still being accepted and processed daily. Housing Managers continue the lease enforcement, annual recertifications, annual inspections, code enforcement and all other day to day operations.

Interim Director Padilla stated that the HA staff continues to attend monthly safety training provided by HR. She stated that being that the HA became a "Smoke Free" Housing Authority, the HA staff is offering Smoke Free Cessation classes to residents of Public Housing. She reported that so far the HA has had only a few tenants participate, but hopes to have more attend in the future. Interim Director

Padilla reported that she and Natasha Martinez-Padilla attended a Smoke Free Cessation training, so that they can provide this training to the residents if they are interested in trying to quit smoking.

For projects, Interim Director Padilla reported to the Commission that the roofing project is under way throughout Housing. She also reported that the HA hopes to have the unit that was damaged by fire, completed and moved into by the end of July.

Interim Director Padilla reminded the Commission that the Lead the Way Board Training is available, for those who have not taken it. She stated if anyone needs assistance in logging on or getting started, she is more than willing to assist them.

Commissioner Howell stated he received a call from a community member who is very concerned about the Smoke Free Policy and asked why they can't smoke in their vehicles. Commissioner Howell stated the policy states you cannot smoke anywhere on the property. He stated they are starting conversations about litigation against us. He stated the community member said he is familiar with Albuquerque and Rio Rancho and they are allowed to smoke in their vehicles. Natasha Martinez-Padilla stated, the residents can smoke in their vehicles if they are parked on a public street. If they are parked in the parking lot and throwing their cigarette butts out on HA property, they cannot smoke there. The reason the HA is not allowing smoking curb to curb is because the HA is working on getting certified. She stated that because of this Policy, the HA will be getting certified through the American Lung Association. The City of Las Vegas Housing Authority will go on the National database, so people who have asthma, or other health conditions, and are looking for non-smoking properties to live or to rent, will automatically see the City of LVHA Smoke Free areas. This is the reason for making it curb to curb. Mrs. Martinez-Padilla stated the American Lung Association did assist the HA in that. Mrs. Martinez-Padilla stated she could ask the HUD analyst what their suggestion is on issues like this. She stated it is a nationwide mandate, not just Las Vegas Housing Authority trying to crack the whip in a sense on the tenants. The HA is trying to find common ground where no one feels someone else is given different treatment. Commissioner Howell stated he is not sure who this person is, he did not identify himself, but he stated he told him he would address his concerns.

BUSINESS ITEM #1

Approval/Disapproval of Resolution No. 18-28 to Declaring Uncollectable Accounts or the Las Vegas Housing Authority. Interim Director Barbara Padilla stated the Las Vegas Housing Authority needs to write off accounts receivable over one year old off of the books (thru June 30, 2017). Outstanding amounts remain on a national database that all Federally Funded programs use, so that if a tenant leaves a balance at Las Vegas Housing authority, they must pay outstanding debt off before being accepted at another Housing Authority.

Interim Director Padilla stated the HA does a resolution every year to write off uncollected accounts off the books. At this time, the HA is requesting to write off \$8,484.60.

Commissioner Howell asked how many owe balances that have not been paid. Interim Director stated there are 21 accounts we are writing off at this time. She stated that the amounts vary, and often times there are tenants who return and do pay the balance off, but if they haven't within a year, they are written off the books. She stated, the debt is still owed, it just takes the amount off the books. Commissioner Howell asked if they go to another Housing Authority, do they still have to pay what they owe. Interim Director Padilla stated again that the information on debts owed goes into a national database, so if the HA has an applicant comes from another city or state, the HA checks the debts owed. If they owe any other Federally Funded Program, they are not accepted unless they pay that debt off.

Commissioner Casey asked about the dates of the write off's. Interim Director Padilla stated the HA waits a year before writing off debts after a tenant has moved out, giving them a chance to pay it off.

Resolution No. 18-28 was approved as follows:

**CITY OF LAS VEGAS HOUSING AUTHORITY
RESOLUTION NO. 18-28
A Resolution Declaring Uncollectable Accounts**

WHEREAS, there exists a total of uncollectable accounts in the amount of \$8,484.60 within the City of Las Vegas Housing Authority;

WHEREAS, the Housing Authority has made every reasonable means of collecting said accounts; the Housing Authority will keep a separate book of the doubtful accounts, which remain collectable to the City of Las Vegas Housing Authority by the tenant; and

WHEREAS, HUD Handbook HN G 7511.1, Chapter II, Section 1, Paragraph 12 (a) provides for the write off as collection losses , accounts of tenants who have moved from the Housing Authority after all means of collection have failed; and

WHEREAS, outstanding amounts remain on a national database that all Federally Funded programs use so that if a tenant leaves a balance at Las Vegas Housing Authority, they must pay outstanding debt off before being accepted at another housing authority; and

WHEREAS, the Housing Authority Board of Commissioners has reviewed the following accounts from the City of Las Vegas Housing Authority and has determined the same are uncollectable.

NOW, THEREFORE, BE IT RESOLVED, by the Housing Authority Board of Commissioners that the following accounts be; and they hereby are, determined to be uncollectable and shall be written off the accounts receivable of the Housing Authority.

PASSED, APPROVED AND ADOPTED on this 20 day of June, 2018

SIGNED:

Madam Chair, Tonita Gurulé-Girón

ATTEST:

Casandra Fresquez, City Clerk

APPROVED AS TO LEGAL SUFFICIENCY ONLY

City Attorney

Madam Chair Gurulé-Girón asked what is the pleasure of the Commission. Commissioner Barbara Casey made a motion to approve Resolution No. 18-28 Declaring Uncollectable Accounts for the Las Vegas Housing Authority. Commissioner David Ulibarri Jr. seconded the motion.

Madam Chair Gurulé-Girón asked for a roll call. Roll call was taken and reflected the following.

Commissioner David Ulibarrie Jr.	Yes
Commissioner Ember Davis	Yes
Commissioner David Romero	Yes
Commissioner Barbara Casey	Yes
Commissioner Vince Howell	Yes

Barbara Padilla re-read the motion and advised the motion carried.

COMMISSIONERS REPORT

Commissioner Howell requested an update on the status with HUD, on how we are doing. He stated it seems we are doing good financially. Interim Director Padilla stated as far as she knows, we are doing good as well. She stated the HA is complying with all the requirements. She stated after the Compliance Review, the HA did make some changes and it has been business as usual.

Commissioner Howell asked what is the HA's rating. Financial Specialist Natasha Martinez-Padilla asked if Commissioner Howell was talking about the PHAS score. He stated, yes. Mrs. Martinez-Padilla stated the HA has not yet received the physical assessment for the year. She explained that the HA was at Substandard, and the reason being was because of the vacancy rate. She stated that HUD started counting all the unoccupied or boarded up units in our occupancy score that had not previously been counted against the HA. With those vacant units being counted against us, it does affect our score. Mrs. Martinez Padilla stated to the Commission that as soon as we get the report, the Commission will be given that information. She stated that because the HA is Substandard, the HA should be receiving a letter asking what the HA is doing to improve occupancy. Mrs. Martinez-Padilla stated the HA does have an improvement plan for decreasing the vacancies. She stated now at the end of June, the HA should only have one vacancy as far as the occupiable units. She stated as the HA gets money, we are turning around units. We are working on the De Minimis, so hopefully that application will be approved by June 30th so that will help the rating for the following year. She stated that the HA is working aggressively to improve the scores. Mrs. Martinez-Padilla stated that Maintenance is working very hard on turning units over quickly to re-house them. She stated that the vacancy rate went from ten vacant units, to zero in a month. This was all due to the hard work of the Maintenance staff, the Waiting List Manager, and Housing Managers, who work together to get the units filled.

Commissioner Howell stated he knows the staff is working very hard on all of the audit findings. He asked if the HA is clear now on all of the findings. Mrs. Martinez-Padilla asked if he was referring to the Compliance Review, he stated, yes. Mrs. Martinez-Padilla stated the HA submitted the responses to the City, and the City prepared the response to HUD. Madam Chair Gurulé-Girón asked, when did this happen. Mrs. Martinez-Padilla stated the HA hand delivered the responses to HUD on February 28, 2018. Commissioner Howell asked if HUD has responded back to the City. Mrs. Martinez-Padilla stated she assumes the City will be receiving a response. Commissioner Howell asked Madam Chair Gurulé-Girón if the City has received anything. Madam Chair Gurulé-Girón stated the City has not received anything. Commissioner Howell said, so they are still reviewing or analyzing our responses. Mrs. Martinez-Padilla stated she assumes so, and will follow up.

Commissioner David Ulibarri Jr. asked about the roads and potholes. Interim Director Padilla stated the streets belong to the City, but asked where there are concerns so we can ask the Streets Department to help us. Commissioner Ulibarri Jr. stated there have been concerns on both sides, up at little Juarez and on this side. Interim Director Padilla asked if he was referring to Loudon. Commissioner Ulibarri Jr. asked if they have worked on them. Interim Director Padilla stated not that she knows of, but if he has

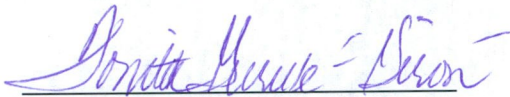
more specific addresses, she can look into it. She stated the Streets Department did a whole parking lot project up in Loudon some time back. Commissioner Ulibarri Jr. stated, one of you guys should go up there and see where all the potholes are at. He stated they have been there for a while already, and maybe someone can talk to the Streets Department about it. Interim Director stated the HA can meet with the Streets Department and see where they can help us out.

EXECUTIVE SESSION

None

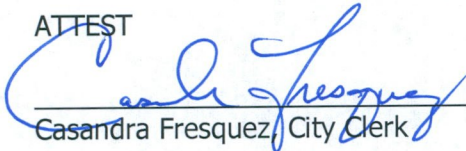
ADJOURN

Commissioner Barbara Casey made a motion to adjourn the meeting. Madam Chair Gurulé-Girón stated she adopts the motion to adjourn. Meeting was adjourned.



Madam Chair Tonita Gurulé-Girón

ATTEST



Casandra Fresquez, City Clerk